



Channel Islands

CALIFORNIA STATE UNIVERSITY

**Materials, Services, Facilities and Technology Fee
Fiscal Year 2014-2015 Budget Request Form***

DUE: Friday, February 14, 2014 @ 5:00 P.M.

Please return completed requests via email to gina.matibag@csuci.edu

If you have questions about this form, please contact Gina Matibag at (805) 437-3320
For additional information please consult the MSFT web page.

Project or Activity Title: Seating Cushions for Student Areas in the Library

Name of organization requesting funds: Broome Library Date: January 13, 2014

**Requestor: Debra Hoffmann Contact Phone Number: (805) 437-2701 E-mail:
debra.hoffmann@csuci.edu**

Amount of MSFT Funding Requested: \$53,770.91

Date Funding Needed by: December 2014

Will you receive funds from any other source(s)? YES NO

If yes, please detail amount requesting from other source(s) as well as your total request for fiscal year 2013-2014 (including request from MSFT).

Has this project or activity previously received MSFT funding? NO

If yes, please attach copy of report

Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional pages and materials (applicants may be requested to meet with the committee to discuss proposals):

- 1. Brief Project Description.** Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be

completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

In support of the university's mission to be student centered and in response to requests from students, the library is requesting funding for seating cushions for the concrete slabs that run around the first floor of Broome library . These areas were designed as seating areas, but are not conducive to sitting since they are simple concrete slabs. Students have requested that we provide cushions to sit on in these areas. Adding cushions to these areas will provide additional seating and study spaces for students, which will be needed over the next few years as CI continues to grow.

2. **Project/Activity Budget.** Please enclose a complete detailed budget of the entire project. Indicate (in **bold**) specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

Attached please find the budget for this project. The cost estimate was provided by CI Procurement Services. The price quote is from BKM, the approved furniture vendor for CI.

3. **Project Assessment.** Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

The effect of providing cushions in these seating areas will be immediately known; students will make steady and sustained use of these areas.

Acknowledgment that student fees made this cushion purchase possible can be shown on the library's TV screens that advertise library services and events.

4. **Sources of Project Support.** Please list the other sources of funding, and additional support for the activity. Please explain if MSFT is the only source of support for the project.

MSFT is the only source of funding for this project

Fiscal Management: Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.



2111 Portola Road, Suite A
 Ventura, CA 93003
 877.256.1256 p
 805.339.9131 f

Quotation

Authorized Steelcase Dealer

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
20198	01/03/14		CAL300	RACHEAL MCCORMICK	

QUOTE TO:
 CALIFORNIA ST. CHANNEL ISLANDS
 ONE UNIVERSITY DRIVE
 Camarillo, CA 93012

SHIP TO:
 Ilene Soto
 CALIFORNIA ST. CHANNEL ISLANDS
 ilene.soto724@csuci.edu
 ONE UNIVERSITY DRIVE
 Camarillo, CA 93012

P: 1.805.437.8468
 F: 1.805.437.8414

P: 1.805.437.8481
 F: 1.805.437.8414

Terms: BALANCE NET 30 DAYS

Broome Library Cushions

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
1	65	CUSHIONS BKM NORTH 10' x 4' Cushions HR 3" Thick Form	115.85	7,530.25
2	520	SAMBA FLAME DES Samba - Flame 2654-301 8 yards	81.71	42,489.20

QUOTATION TOTALS

Sub Total	50,019.45
VENTURA COUNTY 7.50%	3,751.46
Grand Total	53,770.91

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*****End of Quotation*****

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

ACCEPTED BY _____ TITLE _____ DATE _____